



University of
NORTH ALABAMA

FOUNDATION

**BUDGET, FINANCE & AUDIT COMMITTEE
UNA FOUNDATION**

Monday, February 28, 2022 10:00 -11:00 a.m.

Via Zoom

AGENDA

- I. Welcome.....Cathy Miller '83, *Chair*
- II. Review of Prior Meeting Minutes.....Cathy Miller
- III. Review of Development Goals.....Kevin Haslam
- IV. Audited Financial Statements..... Jeremy Blackburn
- V. Review of Foundation Financial Statements.....Gwen Patrick
- VI. Budget Adjustments.....Kevin Haslam
- VII. Additional Deposit to Short Term Investment Fund.....Gwen Patrick

MEMBERS

Cathy Miller '83, Chair
Mike Washburn '82, Vice Chair
Larry Bowser

Kyle Buchanan
Graham Sisson '87
Matthew Schmitz '00

Kevin Haslam (ex-officio)
Evan Thornton '15 (ex-officio)
Lucy Trousdale '89

Gwen Patrick '83, Staff Liaison

ARTICLE V, Section 2

The UNA Vice President for University Advancement/Executive Director and the UNA Vice President for Business and Financial Affairs/Treasurer shall serve as staff to the Committee. The Budget, Finance and Audit Committee shall submit for approval to the Board of Directors its recommendations as to an annual budget for the UNA Foundation. The Committee shall review the annual audit (in preliminary and final forms) of the Foundation prepared by the independent auditing firm then servicing the Foundation, shall present the annual audit report to the Executive Committee and the Board of Directors for approval and shall recommend to the Executive Committee and Board of Directors such other policies as it deems necessary and appropriate to assure the prudent oversight of the business and financial affairs of the Foundation. The Chair of this committee also serves as Treasurer of the Foundation Board of Directors and of the Board's Executive Committee.



University of
NORTH ALABAMA
FOUNDATION

MINUTES
BUDGET, FINANCE AND AUDIT COMMITTEE
UNA FOUNDATION

Friday, November 12, 2021; 10:30 a.m. – 11:30 a.m.

The Guillot University Center – Banquet Hall D

Present: Vice Chair Mike Washburn, Graham Sisson (via Zoom), Matthew Schmitz, Larry Bowser, Evan Thornton (ex-officio) and Foundation Executive Director Kevin Haslam (ex-officio).

Not Present: Lucy Trousdale, Chair Cathy Miller and Kyle Buchanan

Staff Liaison: Gwen Patrick

The meeting was called to order at 10:32 a.m.

Vice Chair Washburn reviewed minutes from the July 23, 2021 Budget, Finance, and Audit Committee meeting. Mr. Bowser made a motion to approve the minutes, Evan Thornton provided a second and all members voted in favor.

Foundation Executive Director Haslam then reviewed the progress toward Fiscal Year 2022 Development Goals with the Committee. 10% of the Fiscal Year has elapsed and the Foundation has reached 21% of its annual goal as of November 8, 2021. \$1,288,191 has been raised versus a goal of \$6,000,000. Also, it was announced that the goal of 2,152 unique donors for Fiscal Year 2021 was achieved. 313 unique donors have been counted toward a goal of 2,272 for Fiscal Year 2022. Emphasis will continue to be placed on this important statistic. The process of counting pledges and planned gifts were also discussed and how they differ on the Development Report vs. Financial Statements.

Vice Chair Washburn then proceeded to introduce the subject of Administrative Fees that are being assessed against the market value of the endowment pool and against other restricted gifts. The fees are currently 1% and 2% respectively. He informed the Committee that the Investment Committee had met on several occasions to discuss what impact a fee increase would have on the endowment pool. The Investment Committee recommended a .5% increase in the Administrative Fee that is assessed against the market value of the endowment pool. Among the topics discussed regarding this issue were the need for additional revenue since the Foundation's surplus has decreased, other sources of Unrestricted Revenue, the possibility of having to increase fees again in the future, the financial needs of the upcoming campaign and comparison with fees assessed by other Institutionally Related Foundations. Matthew Schmitz made a motion that the Foundation increase the fee assessed on the market value of the endowment pool from 1% to 1.5% and to increase the fee assessed on other restricted gifts from 2% to 5% and to inform the Investment Committee that another request could be made in the future. Larry Bowser provided a second and all members voted in favor.

As requested in a previous Committee meeting, Gwen Patrick reviewed the projects that the Foundation has helped fund from its Unrestricted funds in previous years.

She then proceeded to review the statement reflecting the Actual Unrestricted Income and Expenses to Budget as of September 30, 2021. Unrestricted Revenue exceeded Unrestricted Expenses for Fiscal Year 2021 by \$45,507. Ms. Patrick also reviewed a Statement of Activities and a Statement of Financial Position for September 30, 2021. Due to successful fundraising and market performance, Total Assets from Fiscal Year 2020 increased from \$38M to \$48M for Fiscal Year 2021. She indicated that these amounts could change due to the ongoing audit.

The meeting was adjourned at 11:32 a.m.

FY22 Development Goals**Percent of Year Elapsed:****38%**

10/1/2021

	Goal	\$ Raised This FY to date	As of	% of Goal Reached
Total Dollars:	\$ 6,000,000.00	\$15,525,440.51	2/17/2022	259%
Annual Giving:	\$ 800,000.00	\$480,726.98	2/17/2022	60%

	Goal	Number This FY to date	As of	% of Goal Reached
Unique Donors:	2272	1072	2/17/2022	47%

Included in Above Totals

1830 Fund:	\$ 120,000.00	\$1,030,232.74	2/17/2022	859%
Athletics Unrestricted:	\$ -	\$184,155.84	2/17/2022	
Planned Giving:	New Planned Gifts 25	Amount Committed \$6,471,900.00	2/17/2022	

UNA Foundation
Statement of Activities
Fiscal Year to Date January 31, 2022 (Unaudited)

	Unrestricted	Restricted	Fiscal YTD 1/31/2022
Support and Revenue			
Support			
Contributions	51,261.53	10,443,800.01	10,495,061.54
In-Kind Contributions		24,879.38	24,879.38
Other Income	604.39	7,719.82	8,324.21
Interest Income	5,618.68	5,041.50	10,660.18
Transfers - Net	259,533.31	(259,533.31)	-
Total Support	317,017.91	10,221,907.40	10,538,925.31
Investment Revenue			
Interest & Dividend Revenue		3,906,064.34	3,906,064.34
Capital Gains (Losses)		(3,519,962.69)	(3,519,962.69)
Unrealized Gains (Losses)		42,491.30	42,491.30
Investment Fees		(42,268.99)	(42,268.99)
Total Investment Revenue		386,323.96	386,323.96
Total Support and Revenue	317,017.91	10,608,231.36	10,925,249.27
Expenses			
Special Events Expenses (Derby Day)			-
Supplies	731.78	14,991.64	15,723.42
Postage, Printing & Copying	6,235.62	3,817.43	10,053.05
Marketing Expenses	37,073.25		37,073.25
Audit & Accounting	1,125.00		1,125.00
Dues, Memberships & Donations	2,509.33	5,057.68	7,567.01
Capital Campaign Expense			-
Contracted Services	653.41	15,802.11	16,455.52
Insurance	12,976.00	82.40	13,058.40
Fees	4,567.39	999.80	5,567.19
Travel	4,484.03	21,321.85	25,805.88
Staff/Faculty Development & Travel	3,303.35	9,027.63	12,330.98
Meetings and Events	15,547.21	41,919.24	57,466.45
Repairs & Maintenance			-
Scholarships		627,005.22	627,005.22
Student Support		7,898.52	7,898.52
Program Support	173,092.13	215,909.41	389,001.54
Awards and Stipends		3,523.50	3,523.50
Alumni Club Development/NAA Events	19,224.64	6,467.66	25,692.30
Software & Computer Expense	6,207.54	13.13	6,220.67
In-Kind Expense		24,879.38	24,879.38
Pledge Write-Offs			-
Total Expenses	287,730.68	998,716.60	1,286,447.28
Beginning Net Assets	748,360.65	46,594,605.63	47,342,966.28
Net Income (Deficit)	29,287.23	9,609,514.76	9,638,801.99
Ending Net Assets	777,647.88	56,204,120.39	56,981,768.27

UNA Foundation
Statement of Financial Position
As of January 31, 2022 (Unaudited)

	Unrestricted	Restricted	Total
Assets			
Current Assets			
Cash and Cash Equivalents	660,266.92	9,611,071.85	10,271,338.77
Short Term Investment Account		1,961,768.27	
Pledges Receivable	10,039.53	1,672,870.50	1,682,910.03
Interest Receivable		11,733.65	11,733.65
Total Current Assets	670,306.45	13,257,444.27	13,927,750.72
Long-Term and Fixed Assets			
Restricted Certificates of Deposit		511,042.47	511,042.47
Investments		42,950,495.10	42,950,495.10
Fixed Assets, Net	98,650.00		98,650.00
Total Long-Term and Fixed Assets	98,650.00	43,461,537.57	43,560,187.57
Other Assets			
Cash Surrender Value of Life Insurance	176,846.43		176,846.43
Pledge Receivable - Non Current			-
Total Other Assets	176,846.43	-	176,846.43
Total Assets	945,802.88	56,718,981.84	57,664,784.72
Liabilities and Net Assets			
Liabilities			
Accounts Payable	168,155.00	313,266.77	481,421.77
Annuity Obligations		201,594.68	201,594.68
Total Liabilities	168,155.00	514,861.45	683,016.45
Net Assets			
Unrestricted	777,647.88		777,647.88
Restricted		56,204,120.39	56,204,120.39
Total Net Assets	777,647.88	56,204,120.39	56,981,768.27
Total Liabilities and Net Assets	945,802.88	56,718,981.84	57,664,784.72

UNA FOUNDATION

Budget vs. Actual

Fiscal Year through January 31, 2021 - Unaudited

	Actual Fiscal YTD	Fiscal Year Budget To Date	Over (Under) Budget	FY 2022 Estimate
Restricted for University Priorities				
Prior Year's Budget Surplus	140,000.00	140,000.00		140,000.00
Income				
1830 Fund	51,261.53	120,000.00	(68,738.47)	120,000.00
Expenses				
University Priorities	150,000.00	210,000.00	(60,000.00)	210,000.00
President's Discretionary Fund	18,092.13	50,000.00	(31,907.87)	50,000.00
	168,092.13	260,000.00	(91,907.87)	260,000.00
Net Income for University Priorities	23,169.40	-	23,169.40	-
Unrestricted				
Prior Year's Budget Surplus	69,150.00	69,150.00		69,150.00
Income				
Fee on Endowed Funds	122,311.80	356,000.00	(233,688.20)	365,000.00
Fee on Current Use Funds	137,825.90	45,000.00	92,825.90	228,000.00
Interest Income	5,618.68	30,000.00	(24,381.32)	14,000.00
	265,756.38	431,000.00	(165,243.62)	607,000.00
Expenses				
Fundraising/Cultivation				
Donor Relations	1,609.33	10,000.00	(8,390.67)	12,000.00
Donor Travel and Cultivation	3,848.39	35,000.00	(31,151.61)	20,000.00
Dues, Memberships and Donations	900.00	16,000.00	(15,100.00)	13,000.00
Contracted Services	653.41	10,000.00	(9,346.59)	10,000.00
Donor Recognition Events	15,547.21	11,000.00	4,547.21	20,000.00
Marketing	37,073.25	109,500.00	(72,426.75)	109,500.00
Staff Development Fees & Travel	3,303.35	20,000.00	(16,696.65)	20,000.00
Other Travel	635.64	4,300.00	(3,664.36)	4,300.00
Alumni Club Development	19,224.64	35,000.00	(15,775.36)	35,000.00
Foundation Operating Expenses				
Supplies	731.78	10,000.00	(9,268.22)	10,000.00
Postage, Printing & Copying	6,235.62	29,500.00	(23,264.38)	29,500.00
Audit & Accounting	1,125.00	18,850.00	(17,725.00)	18,850.00
Computer & Software Services	6,207.54	92,000.00	(85,792.46)	92,000.00
Insurance	12,976.00	12,000.00	976.00	12,976.00
Bank/Credit Card Fees	4,567.39	12,000.00	(7,432.61)	14,000.00
General Program Support	5,000.00	75,000.00	(70,000.00)	50,000.00
Total Expenses	119,638.55	500,150.00	(380,511.45)	471,126.00
Net Unrestricted Income	215,267.83	-	215,267.83	205,024.00
Total Net Restricted and Net Unrestricted Income	238,437.23	-	238,437.23	205,024.00